



## **NEW CONTINUING EDUCATION (CE) REGULATIONS FAQ'S FOR LICENSEES**

### **I. HOW WILL THE NEW CONTINUING REGULATIONS APPLY TO ME?**

Effective January 1, 2015, the Board will no longer be accepting applications for new continuing education providers ("CE providers"). CE providers with Board-issued, valid CE provider numbers may continue to provide continuing education courses until the valid provider number expires.

Effective July 1, 2015, existing Board-issued CE provider numbers will no longer be renewable.

This means licensees may only obtain continuing education hours from Board-approved providers with current provider numbers, recognized approval agencies or organizations, or accredited or approved educational institutions.

### **II. WHO AM I ALLOWED TO TAKE MY CONTINUING EDUCATION COURSES FROM?**

Effective July 1, 2015, persons or entities that provide continuing education shall be:

- 1) An accredited or approved postsecondary institution that meets the requirements set forth in Business and Professions Code Sections 4980.54(f)(1), 4989.34, 4996.22(d)(1), or 4999.76(d) of the code or;
- 2) A Board-recognized approval agency or a continuing education provider that has been approved or registered by a board recognized approval agency for continuing education; or
- 3) An organization, institution, association, or other entity that is recognized by the Board as a continuing education provider; or
- 4) A CE provider with a Board-issued CE provider number that is current and valid. Effective July 1, 2015, existing Board-issued CE provider numbers will no longer be renewable.

### **III. WHO ARE THE RECOGNIZED APPROVAL AGENCIES OR ORGANIZATIONS THAT I CAN TAKE MY CONTINUING EDUCATION FROM?**

The following are Board recognized approval agencies:

- (1) **National Association of Social Workers (NASW)**
- (2) **Association of Social Work Boards (ASWB)**
- (3) **National Board of Certified Counselors (NBCC)**
- (4) **National Association of School Psychologists (NASP)**
- (5) **American Psychological Association (APA)**

The following organizations are recognized by the Board as continuing education providers:

- (1) **American Association for Marriage and Family Therapy (AAMFT)**
- (2) **American Association for Marriage and Family Therapy-California Division (AAMFT-CA)**
- (3) **California Association for Licensed Professional Clinical Counselors (CALPCC)**
- (4) **California Association for Marriage and Family Therapists (CAMFT)**
- (5) **National Association of Social Workers-California Chapter (NASW-CA)**
- (6) **California Society for Clinical Social Work (CSCSW)**
- (7) **California Association of School Psychologists (CASP)**

**(8) California Psychological Association (CPA)**

**(9) California Counseling Association (CCA)**

**(10) American Counseling Association (ACA)**

**IV. DO THE NEW CONTINUING EDUCATION REGULATIONS CHANGE WHAT COURSES I AM REQUIRED TO COMPLETE?**

No, the CE requirements have not changed. Thirty-six (36) hours of CE is required each renewal period, unless it is your initial (first) renewal, then only eighteen (18) hours of CE is required. The mandatory courses remain the same. For complete requirements, please refer to the LMFT, LCSW, and LPCC CE and License Renewal Information Brochure or the LEP CE and License Renewal Information Brochure at [www.bbs.ca.gov](http://www.bbs.ca.gov).

**V. NEW REGULATION CHANGES THAT ALLOW LICENSEES TO EARN CONTINUING EDUCATION HOURS.**

Licensees will now be able to earn continuing education hours in the additional following areas:

- Attendance at Board Enforcement Case Review Training. A licensee who attends the Board enforcement case review training may be awarded up to six hours of continuing education in the renewal cycle in which the case review training was attended. The continuing education hours earned by attending Board enforcement case review training may only be used to satisfy the Law and Ethics portion of the continuing education.
- Serving as a Subject Matter Expert for Enforcement Case Review. A licensee who acts as a Board subject matter expert (SME) for an enforcement case review may be awarded six hours of continuing education in the renewal cycle in which the enforcement case review was performed. The continuing education hours earned by acting as a Board enforcement case SME may only be used to satisfy the law and ethics portion of the continuing education requirement.
- Participation in Examination Development Workshops. A licensee who participates in a Board examination development workshop may be awarded six hours of continuing education in the renewal cycle in which the examination development workshop was attended. The continuing education hours earned by participating in a Board examination development workshop may only be used to satisfy the Law and Ethics portion of the continuing education requirement.
- Participation in a Professional Organization's Law and Ethics Committee. A licensee who participates in a professional organization's law and ethics review committee may be awarded up to six hours of continuing education in the renewal cycle in which the participation occurred. The continuing education earned by participating in a professional organization's law and ethics review committee may only be used to satisfy the law and ethics portion of the continuing education requirement.

**VI. WHAT ABOUT SELF-STUDY COURSES, DOES THE EIGHTEEN HOUR LIMIT STILL APPLY?**

Self-study hour limitations have been removed subject to approval by the recognized approval agencies or continuing education provider you are using.

**VII. SINCE THE LIMIT ON SELF-STUDY COURSES HAS BEEN REMOVED, MAY I READ A BOOK OR ARTICLE AT HOME AND RECEIVE CONTINUING EDUCATION HOURS?**

No, you are still required to earn your continuing education through an approval agency, organization, institution, association, or university.

**VIII. HOW MANY HOURS OF CONTINUING EDUCATION CAN I EARN THROUGH ON-LINE COURSES?**

You may obtain all thirty-six hours of continuing education from on-line courses.

**IX. MAY I EARN CONTINUING EDUCATION HOURS FOR TEACHING A CONTINUING EDUCATION COURSE?**

Yes, if a licensee teaches a course, the licensee may claim credit for the course once during a single renewal period, receiving the same amount of hours of continuing education credit as a licensee who attended the course.

A licensee may not claim the same course more than once during a single renewal period for hours of continuing education credit.

**X. HOW ARE CONTINUING EDUCATION HOURS DETERMINED?**

Continuing education coursework hours must satisfy one of the following requirements:

- One hour of instruction is equal to one hour of continuing education credit.
- One academic quarter unit is equal to ten (10) hours of continuing education credit.
- One academic semester unit is equal to fifteen (15) hours of continuing education credit.

**XI. DO I MAIL MY CERTIFICATES OR TRANSCRIPTS TO THE BOARD ONCE I COMPLETE MY CONTINUING EDUCATION?**

No, please save the certificates for your records. A licensee must maintain records of course completion for a period of at least two (2) years from the date of license renewal for which the course was completed.

The only time you need to mail copies of continuing education certificates to the Board is if the Board requests them for a random continuing education audit. The Board will send you a letter requesting them at that time.

**XII. WHAT HAPPENS IF I DO NOT COMPLETE THE CONTINUING EDUCATION BY MY LICENSE EXPIRATION DATE?**

If you do not complete the continuing education by your license expiration date, you may renew inactive or wait to renew until you have completed the continuing education hours.

Waiting to renew your license until you have completed the continuing education hours may result in your license expiring and becoming delinquent. Licensees with an inactive or delinquent status must cease practice until such time as they complete the required number of continuing education hours.

**XIII. MAY I REQUEST AN EXTENSION ON MY RENEWAL IF I HAVE NOT COMPLETED THE REQUIRED HOURS?**

No, there is no provision in the law to allow for an extension on a license renewal. The only options available are to renew as inactive or become delinquent until the continuing education hours are complete. Please be advised that you cannot practice with an inactive or delinquent license.

**XIV. MAY I PETITION THE BOARD FOR APPROVAL OF A CONTINUING EDUCATION COURSE THAT WAS NOT TAKEN FROM A BOARD RECOGNIZED APPROVAL AGENCY OR ORGANIZATION?**

No, licensees cannot petition the Board to have a course approved if the course was taken from an organization, accredited postsecondary institution, association, or other entity that is not recognized

by the Board as a continuing education provider or approved by a Board-recognized approval agency.

**XV. MAY I COUNT CONTINUING EDUCATION HOURS COMPLETED OUTSIDE OF MY RENEWAL PERIOD?**

No, continuing education hours must be completed in your current renewal period.

**XVI. WHAT IS A CONTINUING EDUCATION EXCEPTION?**

A continuing education exception allows the Board, under specific circumstances, to waive a licensee's continuing education requirement during one renewal period. The licensee must request the exception in advance of his/her renewal date. Exceptions are considered under the following circumstances and when the appropriate documentation is provided.

- For at least one year during the licensee's previous license renewal period the licensee was absent from California.
- For at least one year during the licensee's previous renewal period the licensee resided in another country.
- For at least one year during the licensee's previous license renewal period, the licensee or an immediate family member, including a domestic partner, where the licensee is the primary caregiver for that family member, had a physical or mental disability or medical condition as defined in Section 12926 of the Government Code. The physical or mental disability or medical condition must be verified by a licensed physician or psychologist with expertise in the area of the physical or mental disability or medical condition. Verification of the physical or mental disability or medical condition must be submitted by the licensee on a form entitled "Request for Continuing Education Exception–Verification of Disability or Medical Condition."

**XVII. WHO DO I NOTIFY IF I FEEL THERE WAS A PROBLEM WITH A CONTINUING EDUCATION COURSE OR COURSE INSTRUCTOR?**

If you feel that there was a problem with your continuing education course or course instructor, you should first contact the provider of the course to resolve the matter. If you are not satisfied with the outcome, promptly send a written complaint to the Board.